



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4211

POSITION VACANCY ANNOUNCEMENT

May 12, 2015

Closing Date: May 26, 2015

(Position will close after ten working days from date of listing or until filled.
Application review will begin on May 27, 2015).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2208-2949

Grade: C122

Special Education

DUTIES:

This position will assist local school districts in the development and implementation of federally funded special education programs for students with disabilities; monitors and evaluates special education programs for compliance with state and federal regulations governing the provision of services to students with disabilities; provides and/or assists in providing professional development and technical assistance to school districts, state agencies and educational service cooperatives to improve outcomes for students with disabilities; works collaboratively within and across the agency to support the provision of effective special education services across the state; works with dispute resolution to identify issues and resolve disputes between parents and public school districts; serves as a lead investigator, conducts interviews, reviews evidence and drafts investigative reports.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas; master's degree in special education/educational administration or a related field. A minimum of five years of experience teaching in the public schools; ability to travel within state; experience in effectively working with parents to resolve issues of concern and establishing positive relationships between parents and their child's school.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at ArkansasEd.org](http://www.arkansased.org) or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.